



IOWA WING HEADQUARTERS
CIVIL AIR PATROL
United States Air Force Auxiliary
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01 JAN 00

TO: SQUADRON COMMANDERS

FROM: WING COMMANDER

SUBJECT: COMMUNICATION & INFORMATION DISTRIBUTION

Many members have recently commented that communication is not properly distributed from the Wing level to individual squadrons, and often squadrons fail to get information to their troops. After several discussions and meetings, I have identified three methods, which should resolve these problems.

First, I intend to communicate primarily through e-mail. The few Wing Staff members that are not presently on-line are in the process of purchasing computers. Every Squadron Commander currently has such equipment, so we should all be connected throughout the state. I request that every Squadron Commander respond and identify the members of their squadron that they would want to receive information (such as copied when sent to you). This may be Deputy Commanders, Communications Officers, Cadet Program Officers or anyone you prefer. You need not qualify nor explain your choice, simply send me their name & e-mail address and they'll be added to your Squadron group list. I do ask the number of names be limited between one and three, as it is the duty of Squadron Commander to disseminate appropriate information. This will eliminate the Commander from not passing along news due to absence or time restrictions. Your list may be altered at anytime, so notify me whenever you desire a change. E-mail your choices soon.

Next, I would like to establish a Wing Advisory Council. As a Squadron Commander I often felt that I did not have a voice at the Wing level. Often I was not aware of situations until after a decision had been discussed and a change implemented. This organization is all of ours. I would like to have as many opinions and recommendations to resolve a matter as reasonably possible. The regulations allow for the creation of an Advisory Counsel. I would like to begin with one member from each squadron, to be identified by the Squadron Commander, to be initially involved with this project. These squadron participants will be advised of situations and asked for recommendations. This group may e-mail between themselves and after consideration make unified recommendations to the Wing Commander, who will brief Wing Staff and render a decision. Please identify your primary contact to the Wing Commander.

Finally, I intend to have bi-monthly e-mail briefings to both Squadron Commanders and the Wing Staff. I intend to approach rumor control by keeping everyone informed. Your comments and questions are encouraged.

REX GALSGOW, COL, CAP
WING COMMANDER